

STATE OF NORTH CAROLINA

Judicial Branch Of Government

**REQUEST FOR VERIFICATION
OF EMPLOYMENT**

TO:

FROM:

Name Of Employer

Address

City, State, Zip

**Administrative Office Of The Courts
Human Resources Division
PO Box 2448
Raleigh, NC 27602**

Name Of Individual

I. WORK HISTORY - TO BE COMPLETED BY THE EMPLOYEE

Name Under Which Employed (If Different)

Last Job Title

Final Salary

\$

Social Security Number

Date Of Birth

Period On Last Job

Period Of Total Employment

From

To

From

To

Employment was Permanent Full-Time Permanent Part-Time Temporary Full-Time Temporary Part-Time

Reason For Leaving Resigned Retired RIF Terminated Other

I certify that the employment information contained above is accurate. I authorize my previous employer to release to the Administrative Office of the Courts all information necessary to verify the accuracy of this information.

Date

Signature

II. AUTHORIZATION - TO BE SIGNED BY HIRING AUTHORITY

Please complete Part II and return this form to the Administrative Office of the Courts at the above address. Your cooperation is greatly appreciated.

Date

Signature

Department/Division

Title Of Hiring Authority

III. VERIFICATION - TO BE COMPLETED BY PREVIOUS EMPLOYER

The individual named above is employed with the North Carolina Judicial Branch, and has stated that he/she has been employed by you as set forth in Part I above. N.C.G.S. 126.30 requires the Judicial Branch to verify the status of those statements. Please complete and return this form to the Administrative Office of the Courts at the above address. Your cooperation is greatly appreciated.

According to our employment records, the information and statements contained in Part I above are

- correct.
- not correct (Explain. Identify incorrect information and give correct information.)

Date

Signature

Title Of Signer

Name Of Signer (Type Or Print)